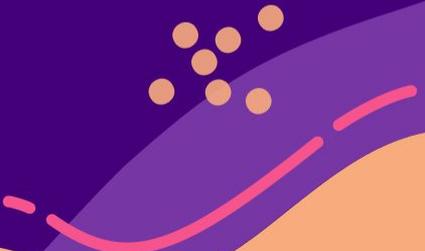




CONNECT

Smart Invoicing | Get smart: Learn the art of contactless billing with Smart Invoicing

PRESENTED BY Matthew Smith & Julie Eckert



Overview

- Student groups & School Fees
- Course Fees
- External Fees
- Integrations
- Flat File Invoice Upload

The background features abstract, organic shapes in shades of orange, purple, and blue. There are several clusters of small dots in various colors (purple, orange, pink) and dashed lines in orange and pink, scattered across the white space.

Student Groups & School Fees

Student Groups & School Fees

Create Invoices using School Fees

1. Navigate to School Fees
 - a. Under "Admin Tools," navigate to "Fees" > "School Fees" > "Assess"
2. Select an existing Invoice Template & the Recipients
 - a. Select a Provider and an Invoice Template
 - b. Select what students to invoice
 - c. Click "Next"
3. Assess the Fees
 - a. Review the invoices that will be assessed
 - b. Click "Assess Fees"
 - c. Click "Export" to export a report of the assessed fees
 - d. Click "Results" to view a webpage view of that report

Student Groups & School Fees

Create Student Group via CSV Import

1. Navigate to Student Groups
 - a. Under "Admin Tools," navigate to "Students" > "Student Groups"
 - b. Click "Add"
 - c. Click "Import CSV"
2. Upload a CSV File
 - a. Under the "Students" tab, click "Select CSV"
 - b. Select the CSV file that has a list of student numbers
 - c. Set the student number column (A=0, B=1, C=2, D=3, Etc.)
 - d. Check "Skip first row" if your file has a header row
 - e. Click "Process CSV"
3. Create the Group
 - a. Click "Next"
 - b. Click "Create"



2025 Spring Musical Cast List.csv - Excel

File Home Insert Page Layout Formulas Data Review View Acrobat Tell me what you want to do...

Clipboard Font Alignment Number Styles

Y10

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Last Name	First Name	Student #	School	Grade														
2	Alvarez	Carla	1751	Apple Grove High School	11														
3	Alvarez	Pedro	1762	Apple Grove High School	12														
4	Azuma	Mei	1003	Apple Grove High School	12														
5	Bennett	Megan	3465	Cherry Hill Middle School	8														
6	Brown	Joshua	2709	Cherry Hill Middle School	7														
7	Cole	Katherine	3485	Cherry Hill Middle School	8														
8	Dang	Hao	2157	Apple Grove High School	11														
9	Dudley	Layne	7023	Cherry Hill Middle School	6														
10	Hawkins	Crystal	1322	Apple Grove High School	9														
11	Higgins	Jamie	1336	Apple Grove High School	12														
12	Iglesias	Daniel	1769	Apple Grove High School	12														
13	Johnson	Emma	1018	Apple Grove High School	11														
14	Johnson	Kristina	3043	Cherry Hill Middle School	7														
15	Lang	Amanda	7041	Cherry Hill Middle School	6														
16	Marquez	Dianna	1341	Apple Grove High School	11														
17	Marsh	Cory	3070	Cherry Hill Middle School	7														
18	Martin	Jeff	1382	Apple Grove High School	12														
19	Martinez	Sofia	1753	Apple Grove High School	9														
20	Nelson	Jennifer	3084	Cherry Hill Middle School	7														
21	Nicol	Brandon	1722	Apple Grove High School	9														
22	Olsen	Amber	1736	Apple Grove High School	12														
23	Perry	Alex	7048	Cherry Hill Middle School	6														
24	Rodriguez	Cynthia	1793	Apple Grove High School	10														
25	Thompson	Kimberlee	2209	Apple Grove High School	11														
26	Watkins	Jeremy	7032	Cherry Hill Middle School	6														
27	Weber	Jordan	2542	Apple Grove High School	9														
28	White	Mary	3835	Cherry Hill Middle School	8														
29	Yates	Christopher	1146	Cherry Hill Middle School	7														
30	Young	Chelsea	6986	Cherry Hill Middle School	6														
31	Zabel	Colton	1066	Apple Grove High School	10														
32																			
33																			
34																			
35																			
36																			
37																			
38																			
39																			

2025 Spring Musical Cast List

Ready

- Dashboard
- Scheduled Requests
- Districts
- Reports
- Stores
- Invoices
- Fees
- Students**
 - Students
 - Student Groups**
 - Schools
 - School Groups



Details

2 Students

3 Summary

Next

Results

✓ 0 matche(s)

⚠ 0 duplicate(s) removed

ⓘ 0 error(s)



Select a CSV File

Pick the file and indicate how to find the student numbers in it.

Student Number Column
2

Column index starts at 0

Skip first row

Select CSV 2025 Spring Musical Cast List.csv

Process CSV



Student Groups & School Fees

Assess Fees for a Student Group

1. Navigate to School Fees
 - a. Under "Admin Tools," navigate to "Fees" > "School Fees" > "Assess"
2. Select the Student Group
 - a. Select a Provider and an Invoice Template
 - b. Rather than setting School Filters, check "Student Group"
 - c. Select the desired group from the dropdown
 - d. Click "Next"
3. Assess the Fees
 - a. Review the invoices that will be assessed
 - b. Click "Assess Fees"
 - c. Click "Export" to export a report of the assessed fees
 - d. Click "Results" to view a webpage view of that report



- Dashboard
- Scheduled Requests
- Districts
- Reports ✨
- Stores
- Invoices ✨
- Fees ✨**
- Fees ✨
- School Fees**
- Assess**
- Report
- Options
- Waive
- Course Fees

Assess School Fee

Use the options below to locate school fees

1
Filter

2
Review

3
Results

Filter

Provider: ★ Invoices

Invoice Template: ★ Activity Fee

School Filters Student Group

Student Group: ★ 2025 Spring Musical Cast

Include Adults:

Reset **Next**

The background features abstract, organic shapes in shades of orange, purple, and blue. There are several decorative elements: orange dashed lines, pink solid lines, and clusters of small dots in pink, orange, and blue. The overall style is modern and artistic.

Course Fees

Course Fees

Setup

1. Integration with SIS
 - a. Configured to bring in Course Enrollment
2. Fees
 - a. Amount due
 - b. Payment Method (Bank Account) to use
 - c. GL Account assignment
3. Invoice Template
 - a. Store designation
 - b. Department designation
 - c. Due Dates
 - d. Notification options
4. Course Fee
 - a. Assign an Invoice Template to a specific Course

Course Fees

Manage Course Fees

1. Fees > Course Fees > Manage
2. Add or Edit from list
 - a. **Course Fee ID** - No need to change
 - b. **Course Fee Name** - Internal Only
 - c. **Course Fee Description** - Internal Only (Recommend adding Course Code)
 - d. **Invoice Template** - Select from list or add on the fly
 - e. **Provider** - SIS Student Provider
 - f. **School** - School that corresponds to the Payment Method, GL Code, and Store on Invoice Template
 - g. **Course** - Select from synced Courses
 - h. **Auto Assessment** - Yes or No (Must be enabled in Options)
 - i. **Max Course Assessment** - Set this to prevent additional invoices from being created when a course is taken multiple semesters or when a class change occurs

Course Fee ID:

coursefeeid3

Course Fee Name: *

Studio Art

Course Fee Description:

ART3000

Invoice Template: *

 Studio Art

x

 Add

Provider: *

PowerSchool/DataHub

x

School: *

Apple Grove High School

x

Course: *

Studio Art (ART3000) - Apple Grove High School

x

Assessment Options

Auto Assessment:

On Off

This Course Fee can only be assessed a maximum of

1

times between

07/01/2024



and

06/30/2025



Course Fees

Assessment & Tracking

1. Assessment
 - a. Manual Assessment
 - i. Assess by Term, Course, or Class
 - b. Auto Assessment
 - i. Invoices are automatically assessed based on options
2. Reporting
 - a. Assessed, Not Assessed, Assessed and No Longer Enrolled
 - i. Ability to Waive in bulk based on these designations
3. Maintenance & Payment
 - a. Course Fees will create an Invoice that can be managed and paid for like any other MSB Invoice

Course Fees

Manually Assess Course Fees

1. Fees > Course Fees > Assess

- a. **Provider** – SIS Student Data Provider
- b. **School** – Which school are you assessing for?
- c. **Term** – Typically individual Semesters or whole School Year
- d. **Course** – Optional if you want to assess an individual course and not all courses available on a Term
- e. **Class** – Optional if you want to assess an individual class and not all classes available on a Term (Course does not need to be selected)

2. Next

3. Review, Preview, and/or Export

- a. **Assess Count** – How many invoices will be assigned
- b. **Skipped Count** – How many will be skipped based on settings
- c. **Assessed Count** – How many invoices that will not be assessed because they have been previously assigned
- d. **Assess Fees**

Assess Course Fee

Use the options below to locate class enrollments

1

Filter

2

Review

Filter

Provider: ★

School: ★

Term: ★

Course:

Class:

Assess Course Fee

Use the options below to locate class enrollments

Need help?

1

Filter

2

Review

3

Results

Review

Provider: **PowerSchool/DataHub**

School: **Apple Grove High School**

Term: **2024-2025 (7/30/24 - 7/27/25) - Apple Grove High School**

Total Assess Count: **9 Fee(s) will be assessed**

Total Skipped Count: **0 Fee(s) will be skipped based on Course Fee - Assessment Options**

Total Assessed Count: **43 Fee(s) already assessed**

[Export](#) [Preview](#) [Refresh](#) [50](#) [List](#) [Print](#)

Course ID	Course Name	Class ID	Class Name	Course Fee Name	Amount	Reduced Amount	Free Amount	Assess Count	Skipped Count	Assessed Count
6	AP History	131	Mitchell, Sean AP History 1(B) 300	AP History	94.00	94.00	94.00	5	0	21
6	AP History	132	Mitchell, Sean AP History 4(A) 400	AP History	94.00	94.00	94.00	4	0	22

Showing 1 to 2 of 2 items

[Export](#) [Preview](#) [Back](#) [Assess Fees](#)

Course Fees

Course Fee Reports & Options

1. Fees > Course Fees > Report
 - a. **Provider** – SIS Student Data Provider
 - b. **School** – Which school are you assessing for?
 - c. **Term** – Typically individual Semesters or whole School Year
 - d. **Course** – Optional if you want to assess an individual course and not all courses available on a Term
 - e. **Class** – Optional if you want to assess an individual class and not all classes available on a Term (Course does not need to be selected)
 - f. **Filter By**
 - i. **Assessed** – Students that have been invoiced
 - ii. **Not Assessed** – Students that have not yet been invoiced but have an applicable Course Fee
 - iii. **Assessed but not enrolled** – Students that have been invoiced but are no longer enrolled in the Course
 - g. View Report or Send to Excel



Course Fee Report You may filter the report based on the following criteria

Provider: *	PowerSchool/DataHub	x
School: *	Apple Grove High School	x
Term: *	2024-2025 (7/30/24 - 7/27/25) - Apple Grove High School	x
Course:	All	
Class:	All	
Assessment Type:	All	
Assessed Between:	<input type="text"/>	and <input type="text"/>
Filtered By:	<input checked="" type="checkbox"/> Assessed <input checked="" type="checkbox"/> Not Assessed <input checked="" type="checkbox"/> Assessed but not enrolled	

Course Fee Report

Provider: PowerSchool/DataHub
 School: Apple Grove High School
 Term: 2024-2025 (7/30/24 - 7/27/25) - Apple Grove High School
 Filtered By: Assessed, Not Assessed, Assessed but not enrolled

[Reset](#)
[View Report](#)
[Send to Excel](#)

Course: AP History (6)

Student ID	First Name	Last Name	Class Name	Date Enrolled	Date Left	Total Course Fee	Course Fee Name	Invoice ID	Invoice Status	Invoice Amount	Remaining Amount	Total Payments	Status	Assessed By
307	Brian	Lym	Mitchell, Sean AP History 1(B) 300	07/30/2024	07/28/2025	\$94.00	AP History			\$0.00	\$0.00	\$0.00	Not Assessed	
98	Brody	Dailey	Mitchell, Sean AP History 1(B) 300	07/30/2024	07/28/2025	\$94.00	AP History			\$0.00	\$0.00	\$0.00	Not Assessed	
277	Deanna	Kusoma	Mitchell, Sean AP History 1(B) 300	07/30/2024	07/28/2025	\$94.00	AP History			\$0.00	\$0.00	\$0.00	Not Assessed	
16	Jane	Anderson	Mitchell, Sean AP History 1(B) 300	07/30/2024	07/28/2025	\$94.00	AP History			\$0.00	\$0.00	\$0.00	Not Assessed	
493	Sara	Smith	Mitchell, Sean AP History 1(B) 300	07/30/2024	07/28/2025	\$94.00	AP History			\$0.00	\$0.00	\$0.00	Not Assessed	
92	Carlos	Munoz	Mitchell, Sean AP History 4(A) 400	07/30/2024	07/28/2025	\$94.00	AP History			\$0.00	\$0.00	\$0.00	Not Assessed	
38	Gayle	Barlow	Mitchell, Sean AP History 4(A) 400	07/30/2024	07/28/2025	\$94.00	AP History			\$0.00	\$0.00	\$0.00	Not Assessed	
21	Richey	Anderson	Mitchell, Sean AP History 4(A) 400	07/30/2024	07/28/2025	\$94.00	AP History			\$0.00	\$0.00	\$0.00	Not Assessed	
569	Stan	Wall	Mitchell, Sean AP History 4(A) 400	07/30/2024	07/28/2025	\$94.00	AP History			\$0.00	\$0.00	\$0.00	Not Assessed	
331	Emilia	Jones	Mitchell, Sean AP History 4(A) 400			\$94.00	AP History	inv202	pending	\$94.00	\$94.00	\$0.00	Assessed but not enrolled	Matthew Smith
464	Frank	Smedley	Mitchell, Sean AP History 4(A) 400	07/30/2024	02/28/2025	\$94.00	AP History	inv201	pending	\$94.00	\$94.00	\$0.00	Assessed but not enrolled	Matthew Smith
365	Amanda	Oanes	Mitchell, Sean AP History 4(A) 400	07/30/2024	07/28/2025	\$94.00	AP History	inv200	pending	\$94.00	\$94.00	\$0.00	Assessed	Matthew Smith
319	James	Martin	Mitchell, Sean AP History 4(A) 400	07/30/2024	07/28/2025	\$94.00	AP History	inv199	pending	\$94.00	\$94.00	\$0.00	Assessed	Matthew Smith
458	Quy	Pham	Mitchell, Sean AP History 4(A) 400	07/30/2024	07/28/2025	\$94.00	AP History	inv198	pending	\$94.00	\$94.00	\$0.00	Assessed	Matthew Smith
372	Anne	Olsen	Mitchell, Sean AP History 4(A) 400	07/30/2024	07/28/2025	\$94.00	AP History	inv197	pending	\$94.00	\$94.00	\$0.00	Assessed	Matthew Smith

The background features a central white space surrounded by abstract, organic shapes in shades of orange, purple, and blue. These shapes are decorated with various elements: dashed lines, solid lines, and clusters of small dots in colors matching the background. The overall aesthetic is modern and artistic.

External Fee Integration

External Fee Integration

- Fees that originate from an outside vendor
- Fees and payments are communicated between MySchoolBucks and the outside vendor
- Fees do not create invoices but they appear as invoices for payment
 - Admins can see these fees when viewing a Student Statement of Accounts Report
 - Fees can be accessed using the MSB Anywhere app or the Invoicing Cashier for in-person payments
 - An Invoice Template is used to select appropriate options for recording the fee payments in MSB
 - Overrides can be used to utilize multiple Stores, Departments, G/L Codes, and Payment Methods
- Updates in the source system will reflect on MSB
 - Timing of update depends on the type of integration

Invoice #: library001

Add To Cart

Date Added	Fee Name	Description	Student Name	Amount
10/23/2023	LIBRARY - LOST - Little Women	Little Women 'lost'	Autovino, Sutton	\$15.00

This fee is managed by your school district. Contact your school for information about assessment and payment history.

Invoice Amount \$15.00

9:42 AM Fri Mar 7
85%

Invoices

Add All To Cart

Sutton Autovino (4 Invoices)

library001
Balance: \$15.00 Add to Cart

Payment Options >

Fee Name	Description	Amount
LIBRARY - LOST - Little Women	Little Women 'lost'	\$15.00

inv8118
Balance: \$30.00 Add to Cart

Payment Options >

Fee Name	Description	Amount
(Marching Band) - All After		\$30.00

Find Student or Invoice Use the options below to locate a specific student or invoice

[See What's New](#)

Deposit Report

Add Invoice(s)

Show Filters

Student Filters
 Class Enrollment Filters
 Non-student Filters

Need help?

School: <input type="text" value="(ALL)"/>	Invoice ID: <input type="text" value="Invoice ID"/>
Student Group: <input type="text" value="Not Selected"/>	First Name: <input type="text" value="First Name"/>
Grade: <input type="text" value="Select School"/>	Last Name: <input type="text" value="Last Name"/>
Homeroom: <input type="text" value="Select School"/>	Student #: <input type="text" value="20122059"/>
Store: <input type="text" value="(ALL)"/>	Fee Name: <input type="text" value="Fee Name"/>
Department: <input type="text" value="(ALL)"/>	Enrollment: <input type="text" value="(ALL)"/>
Teacher: <input type="text" value="Teacher"/>	

Include External Fees
 Include inactive invoices
 Show installment invoices only

Clear Search

0 Selected

Last Name	First Name	Student #	Fee Name	Fee Status	Amount	Remaining		
<input type="checkbox"/>	Autovino	Sutton	20122059	LIBRARY - LOST - Little Women	Pending	15.00	15.00	
<input type="checkbox"/>	Autovino	Sutton	20122059	(Marching Band) - All After	Pending	30.00	30.00	
<input type="checkbox"/>	Autovino	Sutton	20122059	(Marching Band) Afters by Monday	Pending	35.00	35.00	
<input type="checkbox"/>	Autovino	Sutton	20122059	(Marching Band) BOA	Pending	60.00	60.00	

Statement Of Account

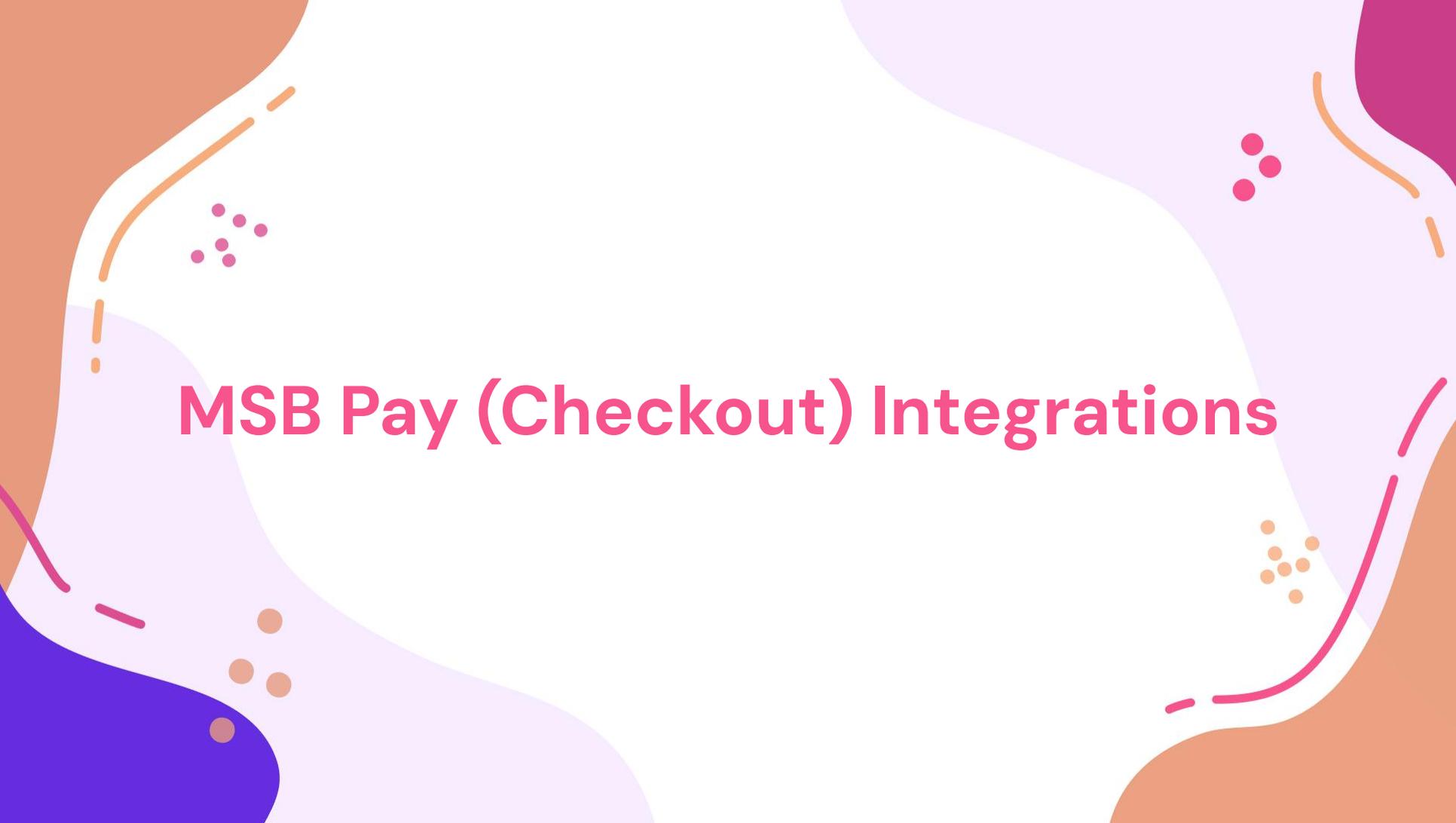


Matt's Connect Academy

Date	3/7/2025
Student Name	Sutton Autovino
Student #	20122059
School	Apple Grove High School
Grade	9
Unpaid Invoices	\$140.00 \$125.00 Past Due

Date	Invoice ID	Fee Name / Description	Invoice Amount	Remaining Amount	Due Date
11/22/2024	inv8118	(Marching Band) - All After	\$30.00	\$30.00	11/22/2024
11/22/2024	inv8119	(Marching Band) Afters by Monday	\$35.00	\$35.00	11/22/2024
11/22/2024	inv8120	(Marching Band) BOA	\$60.00	\$60.00	11/24/2024
10/23/2023	library001	LIBRARY - LOST - Little Women - Little Women 'lost'	\$15.00	\$15.00	
Account Balance			\$140.00		

Your outstanding balance is \$140.00. Payments are easily accepted by going to MySchoolBucks.com. Cash or check payments are also accepted at any school office or by mailing your payment with this statement to:

The background features a white central area surrounded by abstract, organic shapes in shades of orange, purple, and blue. There are several decorative elements: orange dashed lines, solid orange lines, and clusters of small dots in orange, purple, and blue. The overall style is modern and artistic.

MSB Pay (Checkout) Integrations

MSB Pay Checkout

- Fees originate from an outside vendor
- Fees and payments are communicated between MySchoolBucks and the outside vendor
- Integration with an outside vendor allows that vendor to:
 - Build an MSB Checkout cart
 - Provide a unique link for that cart
 - Receive confirmation of payment when the cart is processed
- Customers can utilize Guest Checkout or log in to use their saved credentials
- MSB will reflect payment on a Payment Report
 - No other way to see the obligation in MSB

CONNECT

New Invoice Assigned

Hi Matty,

Matt's Connect Academy has added a new invoice to your Connect Account. Easily pay you fine by clicking **Buy Now** below.

Damaged Chromebook Screen

Fines can be paid with this link online via MySchoolBucks

Buy Now

MY
SCHOOL
BUCKS

Username

Password

[Forgot username or password?](#)

Log In

[Don't have an account? Register Now](#)

Checkout as a Guest

Don't have a MySchoolBucks account?
Not a problem, checkout here as a
guest.

Checkout as Guest

NAME	STUDENT	UNIT PRICE	QUANTITY	AMOUNT
------	---------	------------	----------	--------

Damaged Chromebook Screen	N/A	\$50.00	1	\$50.00
---------------------------	-----	---------	---	---------

NAME	STUDENT	UNIT PRICE	QUANTITY	AMOUNT
------	---------	------------	----------	--------

Damaged Chromebook Screen	N/A	\$50.00	1	\$50.00
---------------------------	-----	---------	---	---------

Choose a payment method: ?



e-Check



Credit Card



Visa ending in 8269 (Primary)

[Enter a new credit card](#)

First Name

Last Name

Email Address

Choose a payment method: ?



e-Check



Credit Card

Bank Routing #

Checking Account #

Confirm Checking Account #

Name on Account

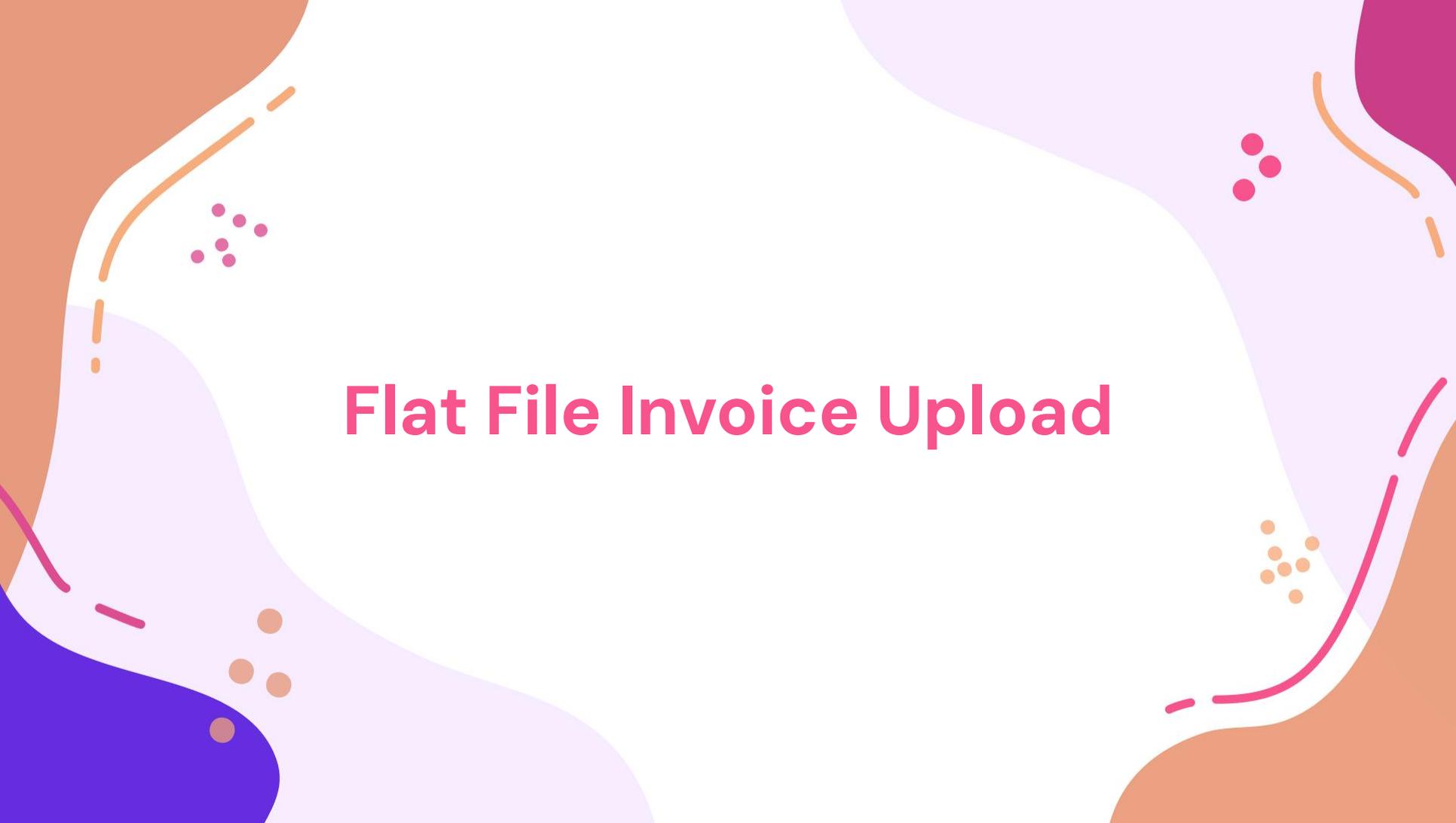
Address Line 1

Address Line 2 (Optional)

City

Select State/Province

ZIP Code

The background features abstract, organic shapes in shades of orange, purple, and blue. There are several decorative elements: a cluster of five small purple dots in the upper left, a cluster of three small red dots in the upper right, a cluster of five small orange dots in the lower right, and a cluster of four small orange dots in the lower left. Dashed lines in orange and red follow the contours of the shapes.

Flat File Invoice Upload

Flat File Invoice Upload

Import Invoices From a Flat File Using the MSB Agent

1. Fill in the Flat File Invoice Template
 - a. Complete all of the required columns
 - b. Save the file as CSV (Comma Delimited)
 - c. Use Notepad to remove the header row of the Flat File
2. Upload the File to MSB using the MSB Agent
 - a. Log into your invoices account on the agent
 - b. Upload the CSV File to the agent
3. Review the Invoices on MySchoolBucks
 - a. Navigate to Invoices > Invoices
 - b. Confirm that the invoices look as you were expecting
4. Need help?
 - a. Contact Support: 1-800-803-6755

2025 Cast Party.xlsx - Excel

File Home Insert Page Layout Formulas Data Review View Acrobat Tell me what you want to do... Sign in Share

Clipboard Font Alignment Number Styles Cells Editing Adobe Acrobat

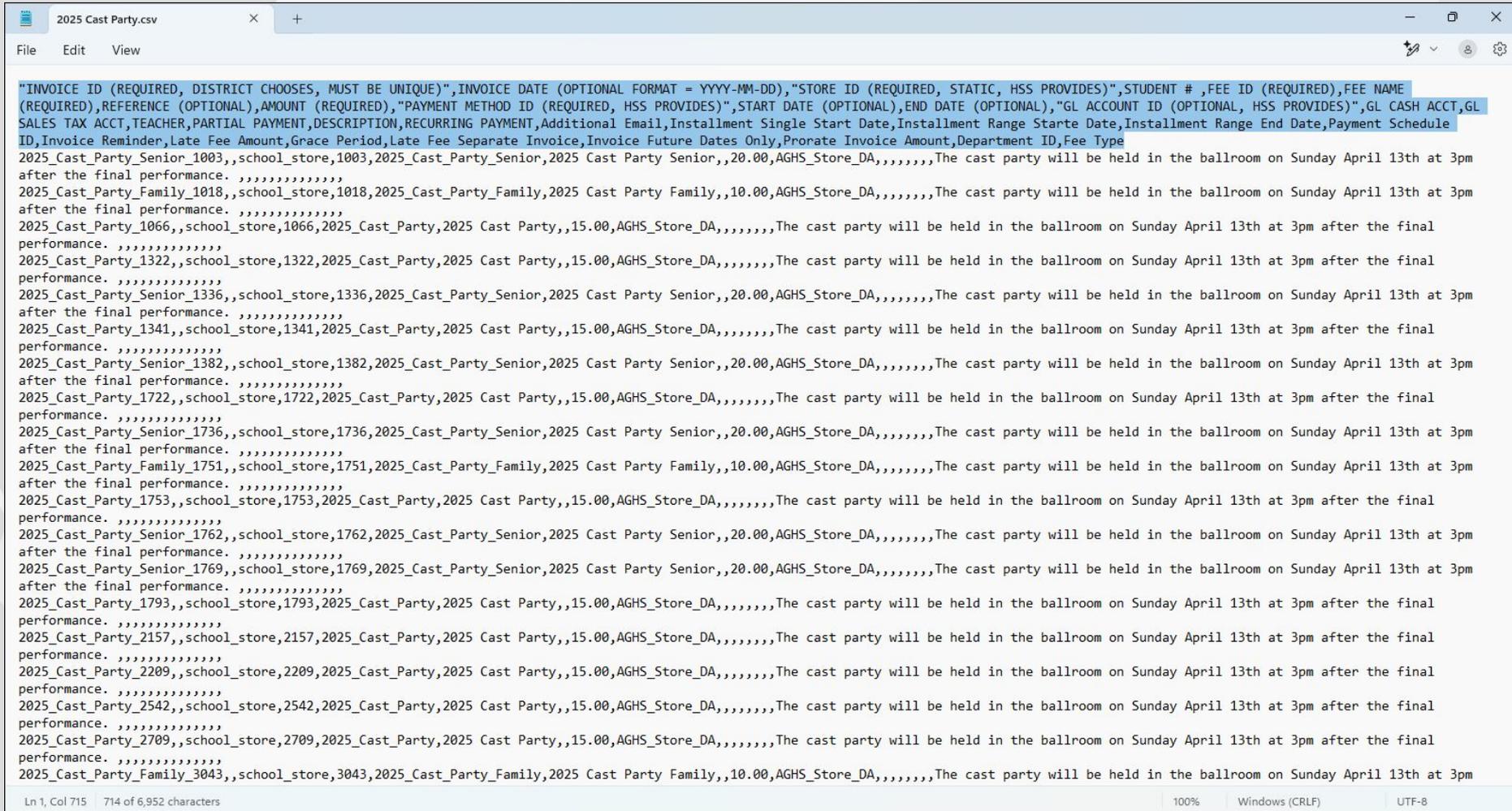
Calibri 11 A A Wrap Text General AutoSum Fill Sort & Find & Filter Select Clear Create PDF and Share link Share via Outlook

	A	B	C	D	E	F	G	
1	INVOICE ID (REQUIRED, DISTRICT CHOOSES, MUST BE UNIQUE)	INVOICE DATE (OPTIONAL FORMAT = YYYY-MM-DD)	STORE ID (REQUIRED, STATIC, HSS PROVIDES)	STUDENT #	FEE ID (REQUIRED)	FEE NAME (REQUIRED)	REFERENCE (OPTIONAL)	AMOUNT
2	2025_Cast_Party_Senior_1003		school_store	1003	2025_Cast_Party_Senior	2025 Cast Party Senior		
3	2025_Cast_Party_Family_1018		school_store	1018	2025_Cast_Party_Family	2025 Cast Party Family		
4	2025_Cast_Party_1066		school_store	1066	2025_Cast_Party	2025 Cast Party		
5	2025_Cast_Party_1322		school_store	1322	2025_Cast_Party	2025 Cast Party		
6	2025_Cast_Party_Senior_1336		school_store	1336	2025_Cast_Party_Senior	2025 Cast Party Senior		
7	2025_Cast_Party_1341		school_store	1341	2025_Cast_Party	2025 Cast Party		
8	2025_Cast_Party_Senior_1382		school_store	1382	2025_Cast_Party_Senior	2025 Cast Party Senior		
9	2025_Cast_Party_1722		school_store	1722	2025_Cast_Party	2025 Cast Party		
10	2025_Cast_Party_Senior_1736		school_store	1736	2025_Cast_Party_Senior	2025 Cast Party Senior		
11	2025_Cast_Party_Family_1751		school_store	1751	2025_Cast_Party_Family	2025 Cast Party Family		
12	2025_Cast_Party_1753		school_store	1753	2025_Cast_Party	2025 Cast Party		
13	2025_Cast_Party_Senior_1762		school_store	1762	2025_Cast_Party_Senior	2025 Cast Party Senior		
14	2025_Cast_Party_Senior_1769		school_store	1769	2025_Cast_Party_Senior	2025 Cast Party Senior		
15	2025_Cast_Party_1793		school_store	1793	2025_Cast_Party	2025 Cast Party		
16	2025_Cast_Party_2157		school_store	2157	2025_Cast_Party	2025 Cast Party		
17	2025_Cast_Party_2209		school_store	2209	2025_Cast_Party	2025 Cast Party		
18	2025_Cast_Party_2542		school_store	2542	2025_Cast_Party	2025 Cast Party		
19	2025_Cast_Party_2709		school_store	2709	2025_Cast_Party	2025 Cast Party		
20	2025_Cast_Party_Family_3043		school_store	3043	2025_Cast_Party_Family	2025 Cast Party Family		
21	2025_Cast_Party_3070		school_store	3070	2025_Cast_Party	2025 Cast Party		
22	2025_Cast_Party_3084		school_store	3084	2025_Cast_Party	2025 Cast Party		
23	2025_Cast_Party_3465		school_store	3465	2025_Cast_Party	2025 Cast Party		
24	2025_Cast_Party_3485		school_store	3485	2025_Cast_Party	2025 Cast Party		
25	2025_Cast_Party_3835		school_store	3835	2025_Cast_Party	2025 Cast Party		
26	2025_Cast_Party_7023		school_store	7023	2025_Cast_Party	2025 Cast Party		
27	2025_Cast_Party_7032		school_store	7032	2025_Cast_Party	2025 Cast Party		
28	2025_Cast_Party_7041		school_store	7041	2025_Cast_Party	2025 Cast Party		
29	2025_Cast_Party_7048		school_store	7048	2025_Cast_Party	2025 Cast Party		

Ready Sheet1

100%

Delete the Header row in Notepad:



The screenshot shows a Notepad window titled "2025 Cast Party.csv". The header row of the CSV file is highlighted in blue. The header text is as follows:

```
"INVOICE ID (REQUIRED, DISTRICT CHOOSES, MUST BE UNIQUE)",INVOICE DATE (OPTIONAL FORMAT = YYYY-MM-DD),"STORE ID (REQUIRED, STATIC, HSS PROVIDES)",STUDENT # ,FEE ID (REQUIRED),FEE NAME (REQUIRED),REFERENCE (OPTIONAL),AMOUNT (REQUIRED),"PAYMENT METHOD ID (REQUIRED, HSS PROVIDES)",START DATE (OPTIONAL),END DATE (OPTIONAL),"GL ACCOUNT ID (OPTIONAL, HSS PROVIDES)",GL CASH ACCT,GL SALES TAX ACCT,TEACHER,PARTIAL PAYMENT,DESCRIPTION,RECURRING PAYMENT,Additional Email,Installation Single Start Date,Installation Range Start Date,Installation Range End Date,Payment Schedule ID,Invoice Reminder,Late Fee Amount,Grace Period,Late Fee Separate Invoice,Invoice Future Dates Only,Prorate Invoice Amount,Department ID,Fee Type
```

The body of the file contains multiple rows of data, each representing a cast party. Each row starts with a party ID and a school store ID, followed by a description of the party and its details. For example:

```
2025_Cast_Party_Senior_1003,,school_store,1003,2025_Cast_Party_Senior,2025 Cast Party Senior,,20.00,AGHS_Store_DA,,,,,,The cast party will be held in the ballroom on Sunday April 13th at 3pm after the final performance. ....
```

The status bar at the bottom of the window shows "Ln 1, Col 715 | 714 of 6,952 characters", "100%", "Windows (CRLF)", and "UTF-8".



CONFIGURATION

UPLOAD / CANCEL / DOWNLOAD

SCHEDULING

ADVANCED

Application

User Name

Password

* Please use your MSB INVOICE credentials.

EDIT

SAVE



User validated!

Working Directory

Change the directory used for working storage.

Current Directory:

CHANGE

CONFIGURATION

UPLOAD / CANCEL / DOWNLOAD

SCHEDULING

ADVANCED

Upload an invoice file to MySchoolBucks

SOURCE FILE

C:\Users\julie.eckert\Desktop\Connect 2025 Presentation Materials\2025 C...

UPLOAD

Cancel a group of invoices at MySchoolBucks

SOURCE FILE

*.csv

CANCEL

Download the latest invoice payment file from MySchoolBucks

DOWNLOAD

1

2

CONFIGURATION

UPLOAD / CANCEL / DOWNLOAD

SCHEDULING

ADVANCED

Upload an invoice file to MySchoolBucks

SOURCE FILE

C:\Users\julie.eckert\Desktop\Connect 2025 Presentation Materials\2025 C...

Cancel a group of invoices at MySchoolBucks

SOURCE FILE

*.CSV

Download the latest invoice payment file from MySchoolBucks

DOWNLOAD

File upload successful



File C:\Users\julie.eckert\Desktop\Connect 2025 Presentation Materials\2025 Cast Party.csv uploaded to MySchoolBucks successfully. Please verify that the file processed successfully via MySchoolBucks Recent Data Transfers.

OK

+ Add Invoice(s)

Search



50



<input type="checkbox"/>	Invoice ID	Creation Date	Invoice Date	Status	Fee ID	Fee Name	Invoice Amount	Total Payments	Remaining Amount
<input type="checkbox"/>	2025_Cast_Party_7048	Feb 26, 2025		Pending	2025_Cast_Party	2025 Cast Party	15.00	0.00	15.00
<input type="checkbox"/>	2025_Cast_Party_7041	Feb 26, 2025		Pending	2025_Cast_Party	2025 Cast Party	15.00	0.00	15.00
<input type="checkbox"/>	2025_Cast_Party_7032	Feb 26, 2025		Pending	2025_Cast_Party	2025 Cast Party	15.00	0.00	15.00
<input type="checkbox"/>	2025_Cast_Party_7023	Feb 26, 2025		Pending	2025_Cast_Party	2025 Cast Party	15.00	0.00	15.00
<input type="checkbox"/>	2025_Cast_Party_3835	Feb 26, 2025		Pending	2025_Cast_Party	2025 Cast Party	15.00	0.00	15.00
<input type="checkbox"/>	2025_Cast_Party_3485	Feb 26, 2025		Pending	2025_Cast_Party	2025 Cast Party	15.00	0.00	15.00
<input type="checkbox"/>	2025_Cast_Party_3465	Feb 26, 2025		Pending	2025_Cast_Party	2025 Cast Party	15.00	0.00	15.00
<input type="checkbox"/>	2025_Cast_Party_3084	Feb 26, 2025		Pending	2025_Cast_Party	2025 Cast Party	15.00	0.00	15.00
<input type="checkbox"/>	2025_Cast_Party_3070	Feb 26, 2025		Pending	2025_Cast_Party	2025 Cast Party	15.00	0.00	15.00
<input type="checkbox"/>	2025_Cast_Party_Family_3043	Feb 26, 2025		Pending	2025_Cast_Party_Family	2025 Cast Party Family	10.00	0.00	10.00
<input type="checkbox"/>	2025_Cast_Party_2709	Feb 26, 2025		Pending	2025_Cast_Party	2025 Cast Party	15.00	0.00	15.00
<input type="checkbox"/>	2025_Cast_Party_2542	Feb 26, 2025		Pending	2025_Cast_Party	2025 Cast Party	15.00	0.00	15.00
<input type="checkbox"/>	2025_Cast_Party_2209	Feb 26, 2025		Pending	2025_Cast_Party	2025 Cast Party	15.00	0.00	15.00
<input type="checkbox"/>	2025_Cast_Party_2157	Feb 26, 2025		Pending	2025_Cast_Party	2025 Cast Party	15.00	0.00	15.00
<input type="checkbox"/>	2025_Cast_Party_1793	Feb 26, 2025		Pending	2025_Cast_Party	2025 Cast Party	15.00	0.00	15.00
<input type="checkbox"/>	2025_Cast_Party_Senior_1769	Feb 26, 2025		Pending	2025_Cast_Party_Senior	2025 Cast Party	20.00	0.00	20.00

2025_Cast_Party_Senior_1769 Pending

10:04 AM (10 minutes ago)



Daniel Iglesias

#1769 | [Apple Grove High School](#)

Invoice Date

Feb 26, 2025

Due Date

Due on receipt

Fee	Type	Status	Amount	Remaining
^ 2025 Cast Party Senior	Standard	Pending	\$20.00	\$20.00

ID: 2025_Cast_Party_Senior

G/L Expenditure Account:

Payment Method: [Apple Grove HS Store DA](#)

G/L Sales Tax Account:

Reference:

G/L Cash Account:

Description: The cast party will be held in the ballroom on Sunday April 13th at 3pm after the final performance.

G/L Account:

Student Description: Apple Grove High School (12)

Teacher:

Homeroom: Sullivan

Grade: 12

G/L Segment:

Total Amount \$20.00

Total Remaining \$20.00

Thank you

CONNECT